Hello!

Welcome to Sesame, the software that simplifies HR management.
In this file, you'll learn how to configure "**Objectives**" in your platform.
We'll go step by step, so you don't have to worry. We'll be there every step of the way!

Content

1. Create objectives

To install the **Objectives** feature as an **Admin with Higher Role,** go to the **Apps** section, which is located at the bottom left of the platform. Then look for the Objectives tool and click **Install**.

Once the installation is completed, click **Create** to start an objective:

- Add a title.
- Establish the objective's start and end date.
- Indicate if you would like to give all the key results of this objective the same weight, or if you would prefer to assign them a specific weight:

- **Same weight**: All key results will have the same value on the objective.
- **Specific weight:** Each key result will have a specific weight on the objective.

- Add an informative description.
- Attach a support document.

Create objective ✕

Title

Start date
02/01/2024

End date
31/12/2024

To measure the progress of this objective you can add key results with:

○ Same weight
All key results have the same weight on the objective

○ Specific weight
Each key result has a specific weight on the objective

Description

⌃ Click to upload a file
The file cannot exceed the maximum upload size (25Mb)
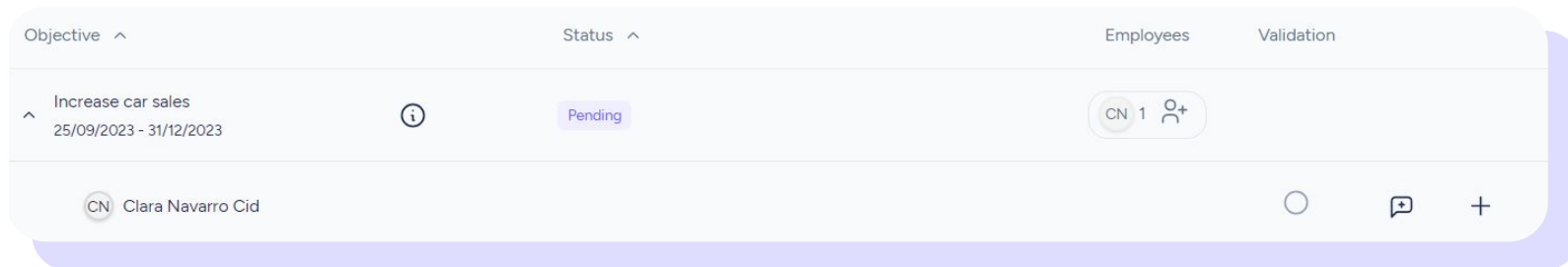
Cancel   Create

2. Assign objectives

You can assign your employees their own objective from **the Objectives main section**. You can add **key words** or filter by **date, workplace, department** or **status** to find the objective.

Once you find it, go to the **employees column**, press the assign icon and select your employees.

Once you click on the objective's title or date, you can see the assigned employees, their progress, add a key result and add comments.

When you click on the avatars from the employees column, you can also see the assigned users.

Objective ∧		Status ∧	Employees	Validation
Increase car sales 25/09/2023 - 31/12/2023	ⓘ	Pending	CN 1 👤+	
CN Clara Navarro Cid			○	💬 +

3. Create key results

In order to understand who can create and edit key results, we have made a little summary containing all the specifications of the actors that take part in Objectives:

- **Admins with higher role** can create, edit, delete and assign key results to objectives. They can also edit their progress to keep the status updated.

- **Admins with lower role** can't create objectives. However, they can create, delete and edit key results in the objectives that they manage. This way, the status is updated.

- **Employees** can create key results in the assigned objectives. They can also edit their progress so their superiors can know the status.

3.1 Create key results

To add key results, go to the Objectives home screen and press the "Create key result" icon.

- **Title:** Add a name to the key result.
- **Weight:**
  - If you have marked each key result to have the same weight on the objective during the creation, the progress of the objective will be represented as an arithmetic average.
  - If during the creation of the objective you have marked that each key result has a specific weight, the progress of the objective will be represented as a weighted average, as each key result will have a different weight.
    In this case, you will need to add the weight in percentages and you will see the sum of the weights over 100.
- **Measurement**: Decide how the key result will be measured:
  - **Numeric**: To calculate a result in total numbers.
  - **Percentage**: To calculate results as a percentage.
- **Attached document:** Add a support document (4 documents maximum).

If the administrator changes an objective to **"Final validation"** status, the administrator can't create or edit key results, nor can the employee. This way, **employees should validate key results** and the **administrator should validate the corresponding objective**.
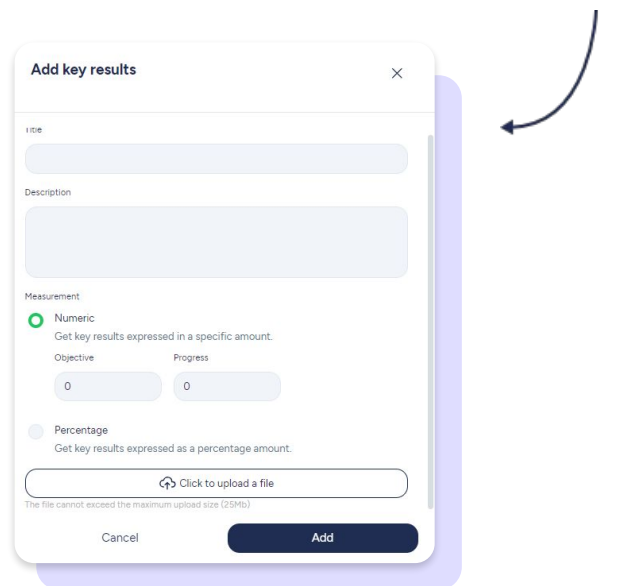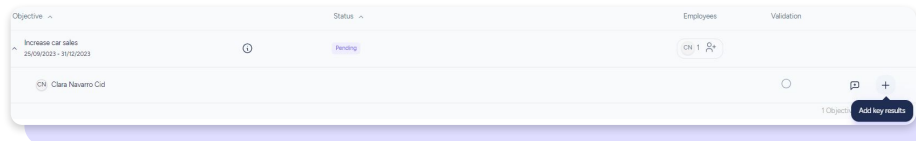
4. Validations

Employee

When an **employee enters changes or validates a key result**, the employee will receive a message saying that **the administrator will be informed** of the modifications and validations.

Administrator

When an **employee enters changes or validates a key result**, the administrator will receive a notification to check modifications.

During **"Pending", "In progress" and "Final validation"** status, the administrator can validate the employee's progress.

In order to do this, open the objective, look at each employee's progress and **click the validation icon.**

5. Export results

As an **administrator** or **higher role**, you will have the ability to obtain a detailed PDF report on the current status of your objective plans, archive it, or share it with anyone you see appropriate.

It is important to note that you will be able to download the report **as long as you have employees assigned to you** (even if they do not have "key results").

To be able to download it, simply **navigate to the main view of the tool and locate the Objective** you are interested in. Then look for the "**three dots**" icon and click on it. Within the available options, you will find the "**Export data**" function.

By default, you will see all employees assigned to that objective, you can select the ones you are interested in or unselect them.

Finally, click on "**Download**". The system will automatically redirect you to the "**Reports**" section to finalise the download.
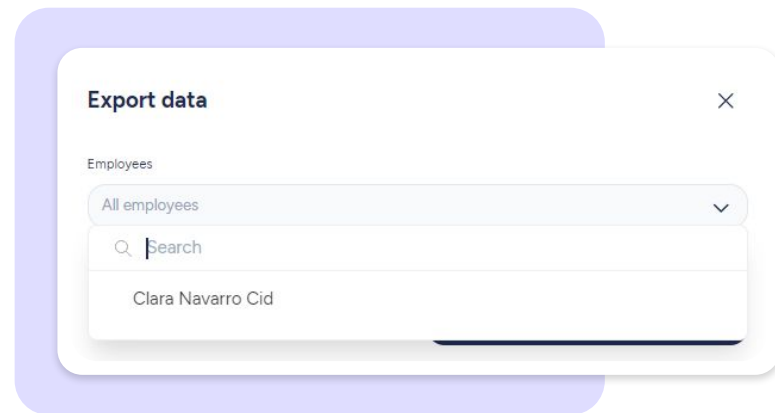
Grow your company.
Empower your team!

Do you still have questions? In our **help center** you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: **+34 96 062 73 51**.

Email us, we will reply as soon as possible: **soporte@sesametime.com**